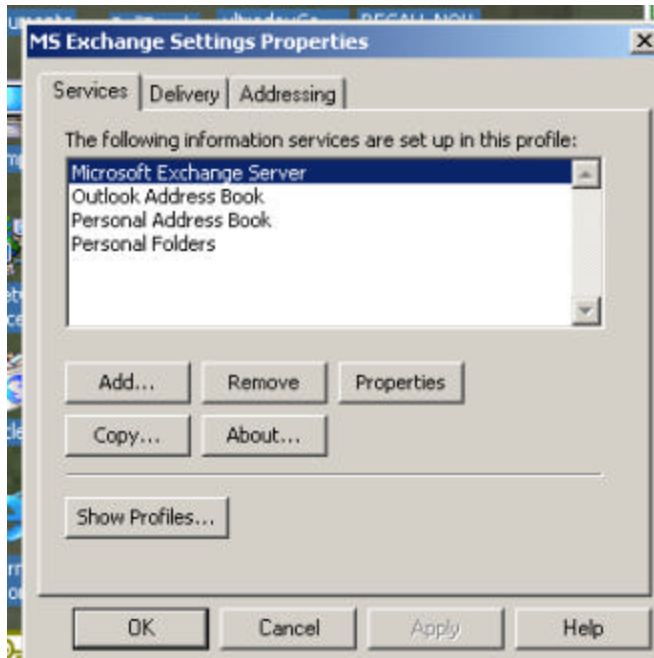User Configure Outlook

1. Login as yourself – only you have regular access to your mailbox
2. R-Click on Outlook icon on desktop
3. With Microsoft Exchange Server selected, Click on Properties Button

4. Microsoft Exchnage server: NDC-SDCA-EXCH1
5. Mailbox: first initial middle initial   lastname (all together like one word)
    a. Example: lademars
6. Click on Check Name button
7. Your name should appear and be underlined as in picture below
8. Press OK.
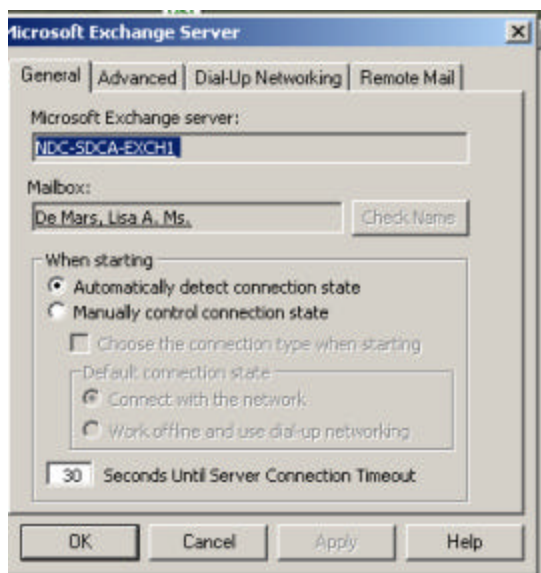
9. You can now open Outlook (by double-clicking icon) and use your email.